



City of Bothell

City of Bothell Parks and Recreation Department

Park Special Event Application Packet

Event Guidelines:

The City of Bothell recognizes that City park facilities are a popular destination for community events and family activities. In some cases, a Park Special Event Application is required to use certain City owned park property when one or more of the following conditions exist (BMC 5.06).

1. The activity or event will involve more than 75 people or participants;
2. The activity or event will require traffic control, crowd control or other safety and logistical support;
3. Public access to and from a park will be impeded by the event activities;
4. The proposed activity or event will require approval from two (2) or more City departments;
5. Special circumstance which require (1) the coordination of multiple uses of the park property; (2) assuring the preservation of park property; (3) prevention of dangerous, unlawful or impermissible uses; and/or (4) protection of the safety of persons and property around the event; as determined by the Parks and Recreation Director or designee.

The application/permit process ensures that the activity meets legal requirements, allows the City to adequately schedule needed public services, and alerts affected neighborhoods and businesses.

The City of Bothell will review all requests and make a decision to permit the event based on the following considerations.

- Safety of the general public, park users, pedestrians and vehicles.
- Overall impact on street access and traffic.
- Overall impact on parking at the park and regular park activities.
- Impacts of other activities on the date(s) requested.
- Number of times a park has been impacted by events in a one-year period.

- Availability of Parks and Recreation Department Staff and resources.
- Ability for Parks and Recreation staff to perform daily/weekly maintenance.

In the case of a schedule conflict or multiple events impacting a specific park, priority is given to City of Bothell events and to others on a first-come, first served basis.

Special Event Requirements.

Pre-Event Coordination:

Provide and submit to the Parks and Recreation Department staff all necessary permit information including a completed Special Event Application Form. All necessary documentation must be included with the application at the time of submittal, at least 60 days prior to the event.

Parks and Recreation department staff will need information regarding your proposed event. Please provide: dates and times of the event, expected attendance, proposed activities, traffic volumes, parking needs, possible noise, any letters, flyers, signage about the event or if it's an event that occurred in the past, some data from previous years. Once Parks and Recreation staff has this data, we will notify the Bothell Fire Department, Bothell Police Department, and Bothell Public Works Department to initiate the review process, if needed.

All communication must include the name and contact information for the event organizer(s). City staff will review the event information prior to rendering any decision pertaining to the proposed event.

The event and event date shall not be considered confirmed and the applicant shall not market or promote the event until the City issues the park special event permit.

Possible Park Use Conditions – depending on the size and nature of the proposed event:

- **Traffic Control Plan:** If needed a traffic plan with map showing placement of traffic monitors and public safety officers in key areas. This plan needs to include an emergency services plan (first aid and medical assistance) illustrating emergency access routes and plan to mitigate fire and medical emergencies. For assistance and expertise, please contact the Bothell Police and Fire Departments.
- **Park Evacuation Plan:** Process to quickly evacuate the park if necessitated by public safety officials.

- **Parking Plan:** Many parks have limited parking and little if any parking on adjacent streets. Your event may necessitate the need for remote parking and shuttle service to and from the park site. Even during special events, City parks are still open for all community use and City staff will be required to take regular daily park use into consideration because we don't close parks for special events.
- **Security and Crowd Control:** Any requirements for uniformed public safety officers and/or other City staff will be determined by the City.
- **Portable Toilets:** Depending on the size of the event and existing capacity of a park restroom, the need to bring additional portable restrooms might be required.
- **Business License:** Anyone engaging in business in the City of Bothell must obtain and be the holder of a valid business license (BMC 5.04.010). "Business" means all activities for gain, such as sale of goods or services. For questions on a business license contact the City Community Development Department (425) 806-6400.
- **Noise:** All events must adhere to Amplified Noise Regulations in parks (BMC 8.60.370).
- **Equipment:** Expenses related to barricades, traffic control devices, portable toilets, garbage receptacles and removal are the responsibility of the event organizer.
- **Event Support Personnel and Volunteers:** Provide information of organization or group providing volunteer services. This information needs to include the main contact name, address and phone number, the number of support staff or volunteers and where they'll be stationed. Documentation must be received no later than 2 weeks prior to the event.
Note: Individuals providing traffic control/monitoring services must be over 18 years of age. Commissioned officers must be stationed at traffic signals.
- **Indemnification:** The applicant shall agree to sign an indemnification agreement which shall require the applicant to indemnify, defend, and hold harmless the City of Bothell from any and all claims for bodily injury or property damage that may arise out of or in connection with the applicants permitted use.
- **Insurance:** All special event sponsors will be required to obtain and maintain Commercial General Liability (CGL) or Special Event insurance acceptable to the City and /or other insurance necessary to protect the public and the City. The City shall be endorsed as an additional insured on the coverage. Limits of said insurance, shall be established by the Parks and Recreation Department. The City will require a certificate of

insurance and additional insured endorsement providing evidence of insurance covering the City of Bothell.

The following two insurance forms must be submitted to the City no less than two full weeks prior to the event:

1. A Certificate of Insurance naming the City of Bothell as an additionally insured with Commercial General Liability limits set at no less than \$1,000,000 per occurrence.
 2. An insurance endorsement naming the City of Bothell, its officers, officials and employees as “additional insured”.
- Special Event Permit Display: A copy of the approved special events permit shall be maintained at the location of the special event throughout the duration of the event.

GROUND FOR SPECIAL EVENT PERMIT DENIAL:

Reasons for denying the permit include – but are not limited to:

- The proposed event, as presented, cannot function safely.
- The proposed event is too large for the park.
- The City was not provided sufficient notice of the event. City required 60 days prior to the event date.
- The event sponsor cannot mitigate either parking issues or traffic concerns – or both.
- The proposed event would unreasonably disrupt the orderly or safe circulation of traffic and park operations and would present an unreasonable risk of injury or damage to the public.
- The diversion of police and fire resources to support the event would deny reasonable fire and police protection to other parts of the City.
- The applicant provides false or misleading information.
- The applicant fails to complete the required information or documents.
- The applicant shows an unwillingness or inability to comply with reasonable terms or conditions contained in the proposed event.
- The proposed event conflicts with another park event, City event, or interferes with construction or maintenance in the park.

The Parks and Recreation Director or designee shall consult with the City Attorney before denying a permit, and the reason(s) for the denial shall be in writing.

Revocation of Permit:

All permits issued pursuant to this chapter shall be temporary, shall vest no permanent right in the applicant and may be revoked upon occurrence of any of the following:

1. Immediate revocation in the event of a violation of any of the terms and conditions of the permit;

2. Without notice in the event such use becomes, for any reason, dangerous or any structure or obstruction permitted becomes insecure or unsafe.

APPLICATION CHECKLIST:

At the time of submittal:

- ☐ Completed application form pages 6-10
- ☐ Traffic Control Plan
- ☐ Evacuation Plan
- ☐ Parking Plan
- ☐ Security and crowd control
- ☐ Portable toilets
- ☐ Indemnification form
- ☐ Deposit \$50.00 processing fee

At least two weeks prior to event:

- ☐ Coordination with parks and recreation staff
- ☐ Proof of park impact as determined by the City
- ☐ Proof of Insurance

Guidelines for Special Events and Toilet Facilities:

The American Restroom Association recommendation for provision of toilets is one restroom for each gender for every 300 persons. The following is a rough guideline for estimating the number of portable sanitation units:

# of People	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
# of Portable Restrooms										
0-500	4	4	4	6	6	6	8	8	8	8
1,000	4	4	4	6	6	6	8	8	8	12
2,000	8	8	8	8	8	12	12	12	12	16
3,000	8	8	10	10	10	12	16	16	20	20
4,000	8	8	12	12	16	16	20	24	24	28
5,000	12	12	12	16	20	30	30	30	30	34

At least one of the units needs to be ADA accessible.



FOR STAFF USE ONLY

Date received: _____

Received by: _____

Processing Fee \$50.00 _____

Permit # _____

Contract# _____

Total Contract amount: _____

Parks and Recreation Special Event Permit Application

- Submit to: Bothell Parks and Recreation, Bothell City Hall, 18415 101st Ave NE, Bothell, WA 98011. Submit pages 6-10, keep pages 1-5 for reference.
- Application due no later than 60 days prior to event. Allow 30 days for staff review.
- Fees are \$55/hr to use both shelters for residents, \$68/hr for non-residents.

Applicant Information

Applicant Name:		Date:	
Company/Organization:			
Mailing Address:			
	City:	State	Zip:
Phone:	Day:	Evening	
	Cell:	FAX:	
Email:		Nonprofit ID#	

Event Information

Date of Event:	
Event Set-up Time:	Event Take-down Time:
Actual Event Start/End Times (what would be published):	
Name of Event:	
Describe the general nature of the event:	

Proposed Event Location:	
Facilities you plan to use <i>(check all that apply)</i>	<input type="checkbox"/> Picnic Shelters <input type="checkbox"/> Trail <input type="checkbox"/> Park Please specify:
Is the event <input type="checkbox"/> Private OR <input type="checkbox"/> Public	A private event is one in which you have a specific guest list and know who is going to attend. A public event is open to the general public through word-of-mouth, flyers, signs or media advertising.
Will participants be charged a fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain how much and the purpose for collecting the fee:
Estimated total attendance:	# of Staff:
Registered # of participants (if applicable):	# of Volunteers:

Event Components			
Please mark all items that apply to your event and provide details in the box below:			
<input type="checkbox"/> Amplified Sound <input type="checkbox"/> Animals <input type="checkbox"/> Bicycling <input type="checkbox"/> Bleachers <input type="checkbox"/> Boats <input type="checkbox"/> Carnival Rides <input type="checkbox"/> Caterer <input type="checkbox"/> Company Picnic <input type="checkbox"/> Concert/Live Music <input type="checkbox"/> Cooking/Barbecue	<input type="checkbox"/> Dance or Drama <input type="checkbox"/> Drawing or Raffle <input type="checkbox"/> Dunk Tank(s) <input type="checkbox"/> Electricity/Generator <input type="checkbox"/> Entertainers <input type="checkbox"/> Exhibits or Displays <input type="checkbox"/> Fencing/Scaffolding <input type="checkbox"/> Festival <input type="checkbox"/> Filming-video <input type="checkbox"/> Filming – photos	<input type="checkbox"/> Food <input type="checkbox"/> Inflatable toys (large) <input type="checkbox"/> Marching Bands <input type="checkbox"/> P.A. System <input type="checkbox"/> Parking/Shuttle <input type="checkbox"/> Race (timed event) <input type="checkbox"/> Rally/Protest	<input type="checkbox"/> Run (non-timed) <input type="checkbox"/> Sporting Event <input type="checkbox"/> Stage <input type="checkbox"/> Tables/Chairs <input type="checkbox"/> Tents/Canopies <input type="checkbox"/> Theater <input type="checkbox"/> Vehicles <input type="checkbox"/> Vendors <input type="checkbox"/> Other _____
Provide details for all checked event components and describe any “other” items not on the list: 			

Special Event Requirements <small>(see Application Packet for Details)</small>
Plans for notifying all affected residents, businesses and agencies (required 4 weeks in advance of event):
Traffic Control: Please attach to this application <ul style="list-style-type: none"> • Event layout/route with directional arrows and street names. • Placement and collection of signage, traffic control devices, barricades. • Location of event staff, volunteers, traffic certified flaggers/monitor, and where police officers are needed for traffic route/intersection control. • Planned routes for emergency services. For assistance and expertise, please contact Bothell Police and Fire Departments.

<p>Summarize your parking and transportation plans (proof of notification of affected agencies due 2 weeks prior to event):</p>
<p>Summarize your needs for security, crowd control and medical assistance:</p>
<p>Describe the number and location of portable toilets to be provided for the event (1 regular & 1 ADA will be required if you have more than 200 people coming)</p>
<p>Describe the arrangements to be made for garbage and recycling and post-event clean up:</p>
<p>Will food be distributed at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain plans for food. <i>Please ensure that appropriate health permits are secured prior to the event. Food permits must also be prominently displayed during your event.</i></p>
<p>Have you contacted the Fire Department about the event? <input type="checkbox"/> Yes <input type="checkbox"/> No Is a fire permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Will items or services be sold at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain what items and services will be sold. <i>Please ensure that vendors have secured the appropriate business licenses prior to the event. In some cases, the City will charge \$25 per day or \$50 per weekend on items being sold.</i></p>
<p>Please explain what type of noise the event will generate:</p>
<p>Will volunteers assist with the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe the number of volunteers, the ratio of adults to youth, and their duties:</p>
<p>Summarize how the event will be ADA compliant:</p>
<p>Summarize your evacuation plan in case of emergency:</p>

By signing below, the applicant hereby agrees to indemnify, defend and hold harmless the City of Bothell, its elected and appointed officials and employees while acting within the scope of their duties, from any and all claims, demands and causes of action of any kind or character, foreseen or unforeseen, for damages including but not limited to personal injury, death, or property damage as well as the cost of defense of any legal proceedings including defense costs, court costs, witness and attorney fees, arising out of the applicant's use of the public area or other premises permitted by this permit, except for damages arising out of the City's sole negligence. Applicant expressly waives his/her immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to his/her employees and agrees that the obligation to indemnify, defend and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the applicant.

Applicant's Name: _____ *(print)*

Applicant's Signature: _____ **Date:** _____

Proof of insurance, if required, as described in Bothell Municipal Code 5.06.05 is required prior to the event date (see also Special Event Application Packet).

Event Approvals (for City use only)				
Each department needs to review and submit all information pertaining to denial or approval				
Department	Approved as Submitted	Needs Modification	Approval Denied	Name of Reviewer and Comments
Police Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Works Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parks Operation/ Recreation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FINAL REVIEW
Event <input type="checkbox"/> Approved or <input type="checkbox"/> Denied
Comments:
Date applicant notified:
Signature of Authorized City of Bothell Representative: